



Maryland Department of Budget & Management

*DBM – people and technology...
a partnership for the new millennium*

Office of Personnel Services and Benefits

ROBERT L. EHRLICH, JR.
Governor

MICHAEL S. STEELE
Lieutenant Governor

JAMES C. DIPAULA, JR.
Secretary

CECILIA JANUSZKIEWICZ
Deputy Secretary

MEMORANDUM

February 5, 2004

TO: Personnel Directors in the State Personnel Management System

FROM: Andrea M. Fulton
Executive Director

RE: Calendar Year 2003 Leave Reports

In accordance with Code of Maryland Regulations 17.04.11.28, each unit within the State Personnel Management System is required to submit a report of leave usage to the Secretary of the Department of Budget and Management. The following data should be included in the report:

- (1) Total number of employees in the unit;
- (2) Aggregate amounts of annual, personal, and sick leave taken by employees of the unit;
- (3) Aggregate amount of compensatory time taken by employees of the unit;
- (4) Aggregate amounts of annual, personal and compensatory time lost by employees of the unit; and
- (5) Aggregate amounts of other leave taken by employees of the unit.

This report should be submitted no later than the close of business, Friday, February 27, 2004. If you have any questions, please feel free to contact me at 410-767-4715 or Mr. Frederick E. Ramsey, Employee Relations Director, at 410-767-1012.

Attachment

cc: Ms. Cecilia Januszkiewicz, Deputy Secretary
Mr. Bruce Martin, Assistant Attorney General

